



Department of Finance  
Purchasing Division

Two Centennial Plaza  
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Cincinnati, Ohio 45202-1947

## **ADDENDUM**

Reginald E. Zeno  
*Director of Finance*

Patrick Duhaney  
*Chief Procurement Officer  
City Purchasing Agent*

**DATE May 18, 2016**

**BUYER Lashaun E. Williams**

**ADDENDUM NUMBER 3**

**ORIGINAL INVITATION DATE April 27, 2016**

Your attention is called on a "Request for Proposals" mailed from this office under the below reference number and on which it is found necessary to make the following addendum.

This addendum should be considered in submitting your proposal and should be attached to the original "Request for Proposals" and made a part thereof.

<b><u>ITEM DESCRIPTION</u></b>	<b><u>REFERENCE NUMBER</u></b>	<b><u>BIDS DUE</u></b>
COPY MACHINE LEASE AND RENTAL WITH MAINTENANCE AND SUPPLIES	RFP452CITYCOPIERS	May 27, 2016

Refer to page 6 of the RFP under Section title **SELECTION PROCESS AND AWARD CRITERIA**.

Correct bullet point three to read as follow, *The fees proposed by the Offeror to include percent discount off of manufacturer's suggested retail price for none quoted items.*